



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO
ATTENTION OF

ATZT-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Timeliness of Noncommissioned Officer Evaluations

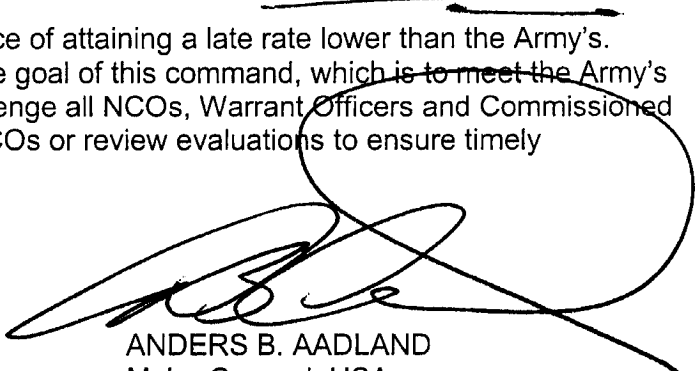
1. The Noncommissioned Officer Evaluation Reporting System (NCOERS) was developed to ensure the selection of the best-qualified NCOs to serve in positions of increasing responsibility. Information in the evaluation reports is also used as a basis for other personnel actions such as school selection, assignments, military occupational specialty classification, CSM designation and qualitative management.

2. Army Regulation (AR) 623-205, Noncommissioned Officer Evaluation Reporting System, requires all NCO evaluation reports be prepared fairly, carefully and timely. Evaluation reports should arrive at the U.S. Army Enlisted Records and Evaluation Center no later than sixty days after the ending month of the report. Late submission of evaluation reports could adversely affect a soldier's career. Soldiers could be passed over for promotion, school selection or assignment as the result of missing evaluations. This may negatively impact the Army's overall effectiveness by not always selecting the best-qualified NCO for promotion, assignments and schooling.

3. During calendar year 2001, Fort Leonard Wood experienced an overall NCOER late rate from 3% to 7% per quarter (Encl 1). This is lower than the overall Army NCOER late rate, which is 10%. However, some units at Fort Leonard Wood are experiencing late rates exceeding the Army average with late rates of 12% to 14% per quarter. The Army's timeliness standard is 95% with a goal of a 0% NCOER late rate.

4. I am proud of your performance of attaining a late rate lower than the Army's. Please continue to work toward the goal of this command, which is to meet the Army's goal of no late evaluations. I challenge all NCOs, Warrant Officers and Commissioned Officers who rate or senior rate NCOs or review evaluations to ensure timely submission.

Encl



ANDERS B. AADLAND
Major General, USA
Commanding

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